



STATE OF NORTH CAROLINA
DEPARTMENT OF PUBLIC SAFETY
JOINT FORCE HEADQUARTERS
NORTH CAROLINA NATIONAL GUARD



PAT MCCRORY
GOVERNOR

FRANK L. PERRY
SECRETARY

GREGORY A. LUSK
MAJOR GENERAL, NCNG
ADJUTANT GENERAL

NGNC-PER-EPM

14 October 2015

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: 2016 Qualitative Retention Board Memorandum of Instruction (Corrected Copy)

1. In accordance with AR 135-205, a Qualitative Retention Board (QRB) will convene 11 April 2016, to review and select the best qualified enlisted personnel for retention beyond 20 years of service in the North Carolina Army National Guard (NCARNG). The 2016 QRB will consider all traditional Soldiers with 20 or more qualifying years of military service for non-regular retired pay. Soldiers that have received their 20 year letter as of 30 September 2015 will be boarded, except:

- a. Soldiers considered during the 2015 QRB that were selected for two year retention.
- b. Title 32 AGR Soldiers
- c. Soldiers on **Title 10 AGR** orders as of the convening date of the board.
- d. Soldiers mobilized under the provisions (UP) of **10 USC 12302** and **12304** as of 1 September 2015.
- e. Soldiers projected to deploy **UP 10 USC 12302** prior to 1 June 2016.
- f. Soldiers within 9 months of age 60 prior to the convening date of the board.
- g. Soldiers promoted to current grade less than one year prior to the convening date of the board.

2. The computer-generated roster (enclosure 1) represents those Soldiers in your command scheduled for consideration by the 2016 QRB. MSCs will submit an updated roster to G1 EPM which will include Soldiers that were erroneously omitted or added NLT **1 Feb 2016**.

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a. Soldiers on the roster discharged prior to the QRB convene date will be deleted by lining through their names. For these Soldiers, enter "Discharged (date), Order (#), effective (date)" in the remarks column. During the G1 scrub, the MSC must provide supporting documentation.

b. Soldiers on the roster that meet the exemptions listed in paragraph 1 will be removed by lining through their names and entering justification in the remarks column. During G1 scrub MSCs must provide supporting documentation.

c. Soldiers that are not on the roster but determined by MSC and verified with G1 to have qualifying service for retirement and not deemed exempt, will be notified for consideration by the MSCs. Soldiers will be added to the roster by emailing ng.nc.ncarng.mbx.g1-epm@mail.mil with the Soldiers roster information and proof that the Soldier was notified of packet submission requirements by attaching notification memorandums (enclosure 2).

3. Commanders may request 2016 QRB consideration for Soldiers who were considered by the 2015 QRB and selected for retention. Request must be in memorandum format, submitted through command channels to arrive at NGNC-PER-EPM by 1 Feb 2016. Request must include appropriate justification and documentation for reconsideration along with proof of notification to Soldier of packet submission requirements.

4. Soldiers who desire to retire in lieu of consideration by the QRB must submit a Request for Retirement (OTAGNC 600-201) to arrive at NGNC-PER-EPM NLT COB **1 Feb 2016**; retirement requests will not be accepted after that date. For those Soldiers who have requested retirement, but for whom orders have not been received, include a copy of the retirement request with your QRB roster. Retirement date for those Soldiers who request retirement ILO QRB consideration will be **30 April 2016** or earlier. Soldiers requesting a retirement date later than 30 April 2016 **must** be considered by the 2016 QRB. **There are no exceptions to this requirement.** Revocation of retirement orders and subsequent extension of enlistment, thereby avoiding board consideration, is not authorized.

5. The 2016 QRB will review each Soldier's iPERMS file and electronic QRB packet. The Soldiers iPERMS record will be available for board members, so it is imperative that Soldiers review their iPERMS file and ensure all documents are accurate and updated. Each MSC will ensure that all necessary forms have been scanned into iPERMS and will submit all Electronic Packets to this link G1_Drop_Files ([\\ngnca7-350-01](#)). Once you have opened this link, open the folder to your MSC, then open the folder labeled QRB, and drop your packets NLT COB **1 March 2016**.

6. The following items are required as a part of the electronic packet:

a. JFHQ-NC Form 600-210 QRB checklist (enclosure 3).

b. DA photo for E-6 and higher must be in iPERMS. As of 1 October 2015, if a DA Photo is taken the Soldier must be in ASUs. E-4s and E-5s are not required to have a DA Photo but may have a photo IAW enclosure 4.

- c. JFHQ-NC Form 600-208 CSM/1SG Appraisal (enclosure 5).
 - d. JFHQ-NC Form 600-209 Commander's Appraisal (enclosure 6).
 - e. Individual Medical Record (IMR) form (located under forms in MEDPROS) - PHA must be dated within 12 months of board convene date
 - f. Soldier's Election Memo (enclosure 7).
 - g. Self-reporting statement (enclosure 8).
 - h. Letter to the President of the Board (enclosure 9).
7. Electronic packets will be completed at the unit level and submitted through the chain of command for required signatures by the BN PSNCO, BN CSM and BDE CSM. The MSC S1 section will review the packet and submit it as a PDF file with the naming convention of SSN+X (example 123456789X) to G1 EPM, NLT COB 1 March 2016. If DA Photo is not in iPERMS (applies to E4 and E5s only), digital photos will be given the proper naming convention (SSN_photo.jpg) for example 000000000_photo.jpg and placed in the G1 Drop File folder using this link G1_Drop_Files ([\\\ngnca7-350-01](#)).
8. Documents from the Soldier's iPERMS file will be reviewed; mandatory documents to be updated and placed into Soldiers iPERMS file are as follows:
- a. Enlisted Record Brief (ERB), selection board version must be validated by the Soldier's and scanned into iPERMS. Document naming convention for iPERMS is ERB.
 - b. Personnel Qualification Record (PQR) must be updated by unit as applicable. PQR will be present and dated after 1 October 2015 and must be scanned into Soldiers iPERMS file. Document naming convention for iPERMS is GPFR 1790.
 - c. DA Form 705 Army Physical Fitness Score sheet from the last 5 years. Document naming convention for iPERMS is DA 705.
 - d. DA Form 5500-R/5501-R, Body Fat Content Worksheet, if required. Soldiers exceeding the maximum screening table weight per AR 600-9 must scan a completed DA Form 5500-R or 5501-R into iPERMS. Document naming convention for iPERMS is DA 5500-R or 5501-R.
 - e. DA Form 3349, Physical Profile-if applicable. Document naming convention for iPERMS is DA 3349. A temporary or permanent physical profile must be provided when it precludes taking any portion of the APFT.
 - f. NCOERs from the last 5 years must be in iPERMS. Document naming convention for iPERMS is DA 2166-8.

g. DA Form 1059, Academic Evaluation Report (AER) – DA 1059s for NCOES completed must be in iPERMS.

h. All college transcripts must be submitted to the NCNG Education Office for verification and validation with the Accredited Institutions of Post-secondary Education, which is published annually by the American Council on Education (ACE). The NCNG Education Office will update SIDPERS, and input the transcript and memorandum for record into iPERMS. Transcripts must be requested from Colleges/Universities and sent to NCNG-PER-EDS NLT COB 1 Feb 2016.

9. A memorandum will be sent from the Commander to the Soldier notifying him/her of the QRB with an endorsement back from the Soldier verifying his/her review and option if non-selected. The memorandums are mandatory documents in the QRB packet. IAW AR 135-205, there are only two transfer options for non-selection personnel, transfer/reassignment to Control Group (Reinforcement) of the Individual Ready Reserve or transfer/reassignment to the Retired Reserve, if qualified. **Soldiers who fail to select an option and are non-retained will automatically be transferred/reassigned to the Retired Reserve, if qualified.**

10. Completion of the JFHQ-NC Form 600-208 and JFHQ-NC Form 600-209, CSM/1SG and Commander's Appraisal:

a. Part I (Admin Data) will be completed by the unit records custodian.

b. After Part I is completed, the unit 1SG and Commander will review the packet and complete Part II (CSM/1SG and Commander's Appraisal). CSM/1SG and Commanders will provide a detailed response and recommendation along with complete justification. The CSM/1SG and Commander will personally sign Part II of JFHQ-NC Form 600-208 and JFHQ-NC Form 600-209. Battalion or higher level Commanders will evaluate and sign the appraisal for their Command Sergeant Major, Company and Detachment Commanders will not evaluate a CSM. 1SGs that must submit QRB packets will have their appraisal completed by their BN CSM. BN CSMs submitting QRB packets will have their appraisals completed by their BDE CSM. BDE CSMs submitting QRB packets will have their appraisals completed by the State CSM.

c. After the CSM/1SG and Commander has completed his/her appraisal, the Soldier will review Parts I and II, then complete Part III.a-e (Soldier Data). Part I.e. is an optional entry; Soldier may provide statements or decline to comment; a declination to comment will not be viewed negatively by the QRB.

d. The completed JFHQ-NC Form 600-208 and JFHQ-NC Form 600-209 will be scanned into Soldiers electronic packet.

11. Any Soldier attached but not assigned to a unit will include a JFHQ-NC Form 600-208 and JFHQ-NC Form 600-209 from the Commander of their attached unit, not the assigned unit. This will ensure that the board members get an accurate appraisal from the chain of command.

12. S1/PSNCO at all levels must review JFHQ-NC Forms 600-208 and JFHQ-NC Form 600-209 to ensure it is complete and accurate. Missing items should be addressed in a letter to the President of the Board (enclosure 10) from the Soldier and included with the QRB packet. The electronic packet must be complete and accurate before submitting to NGNC-PER-EPM.

13. After the QRB adjourns, the Adjutant General will review the board recommendations for final action. Soldiers and the assigned MSC will be notified of selection or non-selection within 30 days after approval of the board report. Soldiers not selected for retention will be discharged within 90 days of the date of the non-selection letter unless an additional 90 day extension is requested through the Soldier's COC and granted by the TAG. A Soldier may not appeal non-selection for retention by a QRB other than for reason of ineligibility for consideration.

14. Each MSC will conduct a scrub with G1 EPM to ensure that every Soldiers packet is accounted for. Be sure to bring updated QRB roster and supporting documents for Soldiers not being boarded on the following dates:

- a. 30th HBCT / 2 March 2016 / 1000 hrs.
- b. 130th MEB / 3 March 2016 / 1000 hrs.
- c. 113TH SB / 4 March 2016 / 1000 hrs.
- d. 60th TC / 7 March 2016 / 1000 hrs.
- e. 449th TAB / 8 March 2016 / 1000 hrs.
- f. 139th REG / 9 March 2016 / 1000 hrs.
- g. JFHQ / 10 March 2016 / 1000 hrs.

NGNC-PER-EPM

SUBJECT: 2016 Qualitative Retention Board Memorandum of Instruction

15. POC for MSCs is MSG Andrew Sopala, G1 EPM NCOIC, 919-664-6000 ext. 46123 or andrew.j.sopala.mil@mail.mil.

FOR THE ADJUTANT GENERAL:

10 Encls

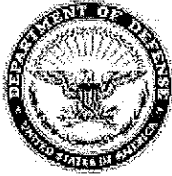
- 1- Computer Generated Roster
- 2- Commander's Notification Memorandum
- 3- QRB Checklist JFHQ-NC Form 600-210
- 4- DA Photograph Requirements
- 5- JFHQ-NC Form 600-208
- 6- JFHQ-NC Form 600-209
- 7- Soldier's election memo
- 8- Self-Reporting Statement of Compliance
- 9- Letter to the President of the Board
- 10- Retired Reserve or Discharge Information



ROBERT H. BUMGARDNER
LTC, IN, USA
G1

DISTRIBUTION:

HQ, 30TH ABCT
HQ, 60TH TC
HQ, 449TH TAB
HQ, 113TH SB
HQ, 130TH MEB
HQ, 139TH REG
JFHQ-NC-HHD



DEPARTMENT OF THE ARMY
JOINT FORCES HEADQUARTERS-HHD
NORTH CAROLINA ARMY NATIONAL GUARD
4105 REEDY CREEK ROAD
RALEIGH, NORTH CAROLINA 27607

NGNC-JFH-HHD

10 September 2015

MEMORANDUM FOR SFC DOE, JOHN C., (0011), 209 NOWHERE LANE,
RALEIGH, NC 27607

SUBJECT: Notification of Qualitative Retention Board Review

1. This memorandum is notification that your military records are scheduled for review by a Qualitative Retention Board. The board will convene on 11 April 2016 in accordance with AR 135-205, chapter 4. Only Soldiers who have at least 20 years of qualifying service for retired pay at age 60 and have been issued a notification of eligibility for retired pay will be considered by this board. Records indicate that you are eligible for such retired pay. By reviewing records, this board will select the best qualified personnel for continued unit membership. As a fully qualified unit Soldier you will be considered for retention. Personal appearance before the board is not authorized.
2. Your Military Personnel File (MPF), has been prepared for submission to the board. You are encouraged to review your MPF and the attached comments (*if any*). To review your records, complete the attached endorsement and bring this memorandum with you to the unit within 10 days.
3. If you do not wish to review your records, complete the enclosed endorsement. Mail the endorsement to this unit within 10 days in the envelope provided.
4. Failure to reply by endorsement within 10 days after receipt will be reported to the unit commander and will not cause any delay in the board review of your records. The board will be informed that your reply by endorsement was not received and if not selected for retention, you will be reassigned or transferred to the Retired Reserve.
5. You will be notified in writing of your selection or nonselection for retention after adjournment of the board.

JOHN S. DOE
CPT, IN, NCARNG
Commanding

MEMORANDUM FOR (appropriate unit commander)

SUBJECT: CY16 Qualitative Retention Board Election Memo

1. I have (reviewed) (declined to review) my Military Personnel File.
(Soldier will circle and initial the chosen option)
2. If I am not selected for retention, I choose the following option:
(Soldier will initial the chosen option between a or b)
 - a. _____ Transfer/reassignment to Control Group (Reinforcement) of the Individual Ready Reserve.
 - b. _____ Transfer/reassignment to the Retired Reserve, if qualified.
3. I have reviewed my unit commander's comments. I have the following comments to make:
(Soldier will enter the word NONE or enter the appropriate comments)

SOLDIER'S NAME
RANK, NCARNG

EORB CHECKLIST

SOLDIER'S LAST NAME, FIRST NAME, MI	SSN	
<u>SOLDIER</u>	<u>ITEM</u>	<u>PSNCO INITIALS</u>
	This checklist in electronic packet	
	Photograph (E4-E5 in drop file/E6-E9 in iPERMS) JFHQ-	
	JFHQ-NC Form 600-208 in electronic packet	
	JFHQ-NC Form 600-209 in electronic packet	
	Validated ERB in iPERMS (selection board version)	
	PQR in iPERMS (dated after 1 OCT 15)	
	DA Form 705 in iPERMS (last 5 years)	
	DA Form 5500-R/5501-R in iPERMS (if applicable)	
	IMR in electronic packet (dated after 11 April 15)	
	DA Form 3349 in iPERMS (if applicable)	
	NCOERs in iPERMS (last 5 years)	
	DA Form 1059 in iPERMS	
	College Transcripts in iPERMS through ESO (if applicable)	
	Soldier's Non-Select Memo in electronic packet	
	Self-Reporting Statement of Compliance in electronic packet	
	Letter to the President of the Board in electronic packet	
	Other documents in electronic packet	
<u>Remarks:</u>		

Completed by _____
Unit Representative

Checked by _____
PSNCO

Reviewed by _____
Battalion CSM

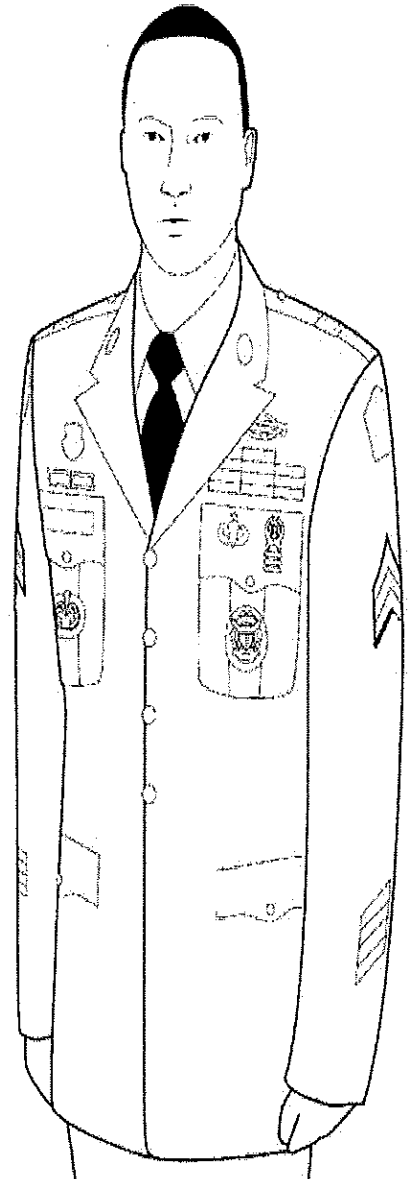
Reviewed by _____
Brigade CSM

E4 & E5 ONLY

PHOTOGRAPH REQUIREMENTS EQRB

- * Any digital photograph that meets general guidelines herein is acceptable.
- * P hotograph may be current or have been taken within the last 5 years.
- * P hotograph must be color print.
- * P hotograph must be named SSN_photo.jpg for example 123456789_photo.jpg.
- * No headgear in photograph.
- * P hotograph must be 3/4 length, standing pose; body turned to Soldier's right approximately 30 degrees from axis of camera to subject; head facing camera, feet slightly apart, hands at side.
- * S oldier's name and date of photograph must be affixed to the front upper left margin of photograph, such as in an official military photograph.
- * Awar ds and decorations on uniform must match entries on ERB.
- * New photo should be taken if weight changed significantly from last photo.
- * Soldiers are recommended to wear the Army Service Uniform but the Army Combat uniform is acceptable
- *note: the Class A's may be worn if the photo was taken before 30 Sept 2015 IAW Alaract 099-2011
- * Official DOD photos are not required.

BECK, JOHN A.
05 05 11



FIRST SERGEANT/CSM APPRAISAL-QRB

PART I - ADMINISTRATIVE DATA

RANK, LAST NAME, FIRST, MI _____

SOLDIER'S CURRENT MAILING ADDRESS _____

UNIT AND LOCATION _____

APPRAISAL PERIOD _____ THRU _____

PART II-FIRST SERGEANT/CSM APPRAISAL

a. Answer the following questions concerning this Soldier:

1) Is the Soldier MOSQ? Yes ☐ No ☐

2) Is the Soldier currently enrolled in military education? Yes ☐ No ☐
If yes, identify course _____

3) Is the Soldier currently enrolled in civilian education Yes ☐ No ☐
If yes, identify course _____

b. Describe Soldier's performance in current duty positions:

c. What is the Soldier's potential for future assignments?

d. Comment on the Soldier's APFT performance, height and weight, and any physical limitations or medical problems:

e. Do you recommend retention? ☐ Yes ☐ No (Initial appropriate response).
You must provide justification for your recommendation.

Name, Rank, Branch

Appraiser's Signature

Military Assignment

Date of Appraisal

FIRST SERGEANT/CSM APPRAISAL-ORB (Reverse)

PART III - SOLDIER DATA

a. If AGR, numbers of Active Duty Years as of date of board. _

If Technician, numbers of Technician Years as of date of board. _

b. Are you currently undergoing any Medical Boards? _

c. I have (reviewed) ☐ (declined to review) ☐ QRB Board File which includes my electronic packet and my iPERMS file.

d. It is complete ☐ It is missing the following ☐:

Plan to fix missing items before packet submission to G1 Automated Boards.
(Required if Soldier indicated any missing documentation)

e. I have reviewed my 1SG's/CSM's comments. I offer the following information or comments for the board (Enter comments or the word "NONE"):

f. My signature below signifies that I understand all information in Items I through II above and my 1SG/CSM has briefed me on his/her appraisal.

Date Signed

Soldier's Signature

COMMANDER'S APPRAISAL-ORB

PART I - ADMINISTRATIVE DATA

RANK, LAST NAME, FIRST, MI _____

SOLDIER'S CURRENT MAILING ADDRESS _____

UNIT AND LOCATION _____

APPRAISAL PERIOD _____ THRU _____

PART II - COMMANDER'S APPRAISAL

a. Answer the following questions concerning this Soldier:

1) Is the Soldier MOSQ? Yes ☐ No ☐

2) Is the Soldier currently enrolled in military education? Yes ☐ No ☐

If yes, identify course _____

3) Is the Soldier currently enrolled in civilian education Yes ☐ No ☐

If yes, identify course _____

b. Describe Soldier's performance in current duty positions:

c. What is the Soldier's potential for future assignments?

d. Comment on the Soldier's APFT performance, height and weight, and any physical limitations or medical problems:

e. Do you recommend retention? ☐ Yes ☐ No (Initial appropriate response).
You must provide justification for your recommendation.

Name, Rank, Branch

Appraiser's Signature

Military Assignment

Date of Appraisal

COMMANDER'S APPRAISAL-ORB (Reverse)

PART III - SOLDIER DATA

a. If AGR, numbers of Active Duty Years as of date of board. _____

If Technician, numbers of Technician Years as of date of board. _____

b. Are you currently undergoing any Medical Boards? _____

c. I have (reviewed) ☐ (declined to review) ☐ QRB Board File which includes my electronic packet and my iPERMS file.

d. It is complete ☐ It is missing the following ☐:

Plan to fix missing items before packet submission to G1 Automated Boards.
(Required if Soldier indicated any missing documentation)

e. I have reviewed my unit commander's comments. I offer the following information or comments for the board (Enter comments or the word "NONE"):

f. My signature below signifies that I understand all information in Items I through II above and my commander has briefed me on his/her appraisal.

Date Signed

Soldier's Signature

Statement of (Insert Rank, Last Name, Last 4 of SSN) for QRB Board

Under penalty of perjury under the laws of the United States of America, I hereby certify that I am in compliance with Army Directive 2011-17 (Self-Reporting by Officers and Senior Enlisted Members of Criminal Convictions) dated 21 September 2011.

I further state under penalty of prosecution under the laws of the State of North Carolina and the North Carolina Code of Military Justice that I am in compliance with Army Directive 2011-17 described above,

Executed on the 21 day of Month, 2016

ORGANIZATION NAME/TITLE
CITY, STATE AND ZIP CODE

NGNC-XXX-XXX

MEMORANDUM FOR President, Qualitative Retention Board, ATTN: NGNC-PER-EPM,
1636 Gold Star Drive, Raleigh, NC 27607-3371

SUBJECT: Memorandum to the President of the Board

1. IAW AR 600-8-19 Para 7-32, no one other than Soldiers being considered for promotion may correspond with a promotion board on a Soldier's behalf. When writing to the president of the promotion board, address only those issues important enough to impact on your selection. Try to keep your memorandum short and to the point. The following rules apply in order for your memorandum to be seen by the board:

- a. Communications containing criticism of or reflecting upon the character, conduct or motives of any individual will not be provided to the board.
- b. Memorandums must be addressed to the President of the Board.
- c. Your **full social security number** must be included in this memorandum. The memorandum must also be signed.
- d. Your memorandum must be received no later than the document cutoff date. Your S1 can tell you when the cutoff date is for a particular board.

2. You may attach enclosures that you feel will have an impact on your selection. The enclosures are considered privileged correspondence and become a permanent part of the board record. The memorandums are not used to update the OMPF after the board adjourns. All memorandums and enclosures are screened and all unauthorized documents are removed. Some of the documents that may not be attached as enclosures are:

- a. Incomplete actions such as NCOER appeals, AER appeals, Court Martial appeals, Article 15 appeals, etc.
- b. Copies of NCOERs; only the final NCOER processed through the S1 to HRC will be seen by the board.

3. Questions concerning your promotion consideration can be answered by your S1.

YOUR NAME
RANK, UNIT

Retired Reserve or Discharge: Which is better?

Service members who earned a non-regular retirement in the Air/Army Guard or United States Air/Army/Navy/Marine/Coast Guard Reserve have a critical decision to make; transfer to the Retired Reserve or request a discharge from service (Navy, Marine/Coast Guard Reserve, Army/Air Guard/Reserve). No other decision will have a greater impact on the retirements. Service members must make the best choice for themselves and their families, and then inform their chains of command. For service members who decided they made the wrong choice, it might not be too late to reserve the decision.

Service members, who transfer to the Retired Reserve can be recalled to duty, but receive three benefits in return: help in applying for retired pay, increase retired pay, and eligibility for the TRICARE Retired Reserve program. Service members who request a discharge lack military affiliation upon discharge and must initiate their own retirement application process. HRC will mail retirement applications to members of the Retired Reserve early enough to ensure their retired pay starts on time. Both groups may ask Retirement Services Officers for assistance in completing the application for retired pay.

The retired pay of service member who joined the military on or after September 8, 1980 is the average of the highest 36 months of pay while in a military status, which includes the Retired Reserve. Unlike service members who choose to be discharged, service members in the Retired Reserve receive cost of living adjustments and pay raises that occur while they are in the Retired Reserve. For example, a Staff Sergeant who accepted a discharge after serving 22 years in the Guard or Reserve and accumulating 3,600 points can expect to receive \$896.40 in monthly retired pay at age 60. If that service member chose to transfer to the Retired Reserve, the retired pay would be 1278.05 – a 42 % difference. Lastly, service member who choose to enter the Retired Reserve and their family members are eligible for TRICARE Retired Reserve, a premium based health care plan that provides comprehensive coverage and allows enrolled members to see any TRICARE-authorized provider for care.

Retirees who are unsure if they are members of the Retired Reserve or were discharged should contact their components HRC to check their status. For retirees who want to change their status, there are two methods depending on how recently they transitioned. Retirees who are within six months of their transitions can go back through their states or units to have their discharge changed. The State or unit must send the updated orders to the service member's components HRC who will adjust their statuses. Retirees who are more than six months past their transition dates must apply to their components Military Board for Correction of Military Records to change their status.

Army Reserve and Army National Guard

Contact Information

U.S. Army Human Resources Command,
Attn: ARPC-PSP-T

1 Reserve Way

St. Louis, MO 63132-5200

(800) 318-5298

DSN 892-0000

<https://www.hrc.army.mil/site/reserve>

<https://www.armyg1.army.mil/rso>